

**MICHIGAN DEPARTMENT OF COMMUNITY HEALTH (MDCH) INTERNSHIP PROGRAM**  
**INTERNSHIP DESCRIPTION FORM**

INTERNSHIP HOST INFORMATION	
State Department / Agency: MDCH	
Administration / Office: Office of Health Services Inspector General	
Location of Internship: Lansing, MI	
Intern Supervisor's Name(s): Beau Hill	
Intern Supervisor's Title(s): Inspector General	
Intern Supervisor's Phone: 517-335-5221	Intern Supervisor's Email: DCH-OIG@michigan.gov

APPROVAL	
Supervisor Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Approving Supervisor Name (signature not required): Beau Hill

INTERNSHIP SCHEDULE	
Internship Time Period: All Semesters - 2012	Internship Hours Requested Per Week: Negotiable

PREFERRED EDUCATION		
Major / Minor: 2nd or 3rd year Law Student		
Level of Education: Open to Undergraduates and Graduates		
<b>Preferred Skills / Qualifications:</b> <ul style="list-style-type: none"> <li>Strong legal research, writing, and analytical skills; knowledge of criminal law and criminal procedure; knowledge of computer applications (Microsoft Office, Powerpoint); ability to prepare documents and presentations; and excellent communication skills.</li> </ul>		
Through this internship, student intern will develop or further strengthen the following competencies:		
<input checked="" type="checkbox"/> Adaptability	<input type="checkbox"/> Continuous Learning	<input type="checkbox"/> Initiating Action
<input checked="" type="checkbox"/> Building Strategic Working Relationships	<input checked="" type="checkbox"/> Contributing to Team Success	<input checked="" type="checkbox"/> Innovation
<input checked="" type="checkbox"/> Building Trust	<input type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input checked="" type="checkbox"/> Decision Making	<input type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION	
Internship Title: Medicaid Fraud Referral Intern	
<b>Intern Responsibilities / Projects:</b> <ul style="list-style-type: none"> <li>Perform legal research, evaluation, and counsel as appropriate in order to update documentation used by health care fraud investigators referring cases to the Attorney General's Medicaid Fraud Control Unit.</li> <li>Identify applicable case law, statutory requirements, criminal procedure, court rules, etc. as necessary to identify elements of referrals, provide resources, technical advice to staff, etc.</li> </ul>	

APPLICATION PROCESS		
Submit: 1) internship application, 2) résumé, and 3) cover letter to the appropriate Internship Coordinator.		
Administration	Coordinator	E-mail
Public Health	Stella Christian	<a href="mailto:ChristianS@michigan.gov">ChristianS@michigan.gov</a>
Behavioral Health & Developmental Disabilities	Jan Zwarka	<a href="mailto:ZwarkaJ@michigan.gov">ZwarkaJ@michigan.gov</a>
Medical Services	Trena Larner	<a href="mailto:LarnerT@michigan.gov">LarnerT@michigan.gov</a>
Policy & Planning	Shelly Murrell	<a href="mailto:MurrellS@michigan.gov">MurrellS@michigan.gov</a>

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Operations	Nancy Houts	<a href="mailto:HoutsN@michigan.gov">HoutsN@michigan.gov</a>
Other	Shelly Murrell	<a href="mailto:MurrellS@michigan.gov">MurrellS@michigan.gov</a>

For more information about the Michigan Department of Community Health Internship Program,  
Please visit: [www.michigan.gov/mdch/careers](http://www.michigan.gov/mdch/careers) -click on Internships